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MEMORANDUM FOR: Deputy Comptroller

FROM : Chief, Technical Accounting Staff

SUBJECT : Survey by TAS of B/F Sections to Determine Adequacy of Allotment Control Procedures vs. Audit of Allotment Records by Audit Staff.

1. Pursuant to your request we have drafted a proposed form of check list (Attachment 1) for use by this Staff in conducting surveys of allotment control records and reporting procedures in the B/F sections of the offices of confidential funds allottees with the view of determining the adequacy of such procedures and developing revisions that may be deemed advisable.

2. There is also attached (Attachment 2) a proposed check list of items which emphasize review from the standpoint of compliance to prescribed procedures which we believe should be covered during the course of audit by the Audit Staff.

3. Outstanding instructions to confidential funds allottees are contained in [redacted] and in a comparable publication informally distributed by this Office for application in components other than the DD/P area; however, proposed [redacted] which will supersede such publications has been coordinated and should be issued in the near future; therefore it would appear that any future procedural studies and audit of allotment records should be based on the procedures prescribed in

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4. It is my understanding that after we discuss this matter further between ourselves and with the Comptroller you contemplate a discussion with the Chief, Audit Staff and the preparation of a memorandum for the record to establish a clear definition of the respective responsibilities of this Office and of the Audit Staff with respect thereto.

DOC	26	REV DATE	06/05/81	BY	018995
ORIG COMP	-	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	6	REV CLASS	4
JUST	22	NEXT REV	2011	AUTH:	HR 70-2



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